

TOWN OF LOOMIS

6140 HORSESHOE BAR ROAD, SUITE K
Loomis, CA 95650
(916) 652-1840/Fax (916) 652-1847

Grading Permit Submittal Requirements

Have the site address, assessor's parcel number, owner's name/address/telephone number, contractor's name/address/telephone number/contractor's license number, and the engineer's name/address/telephone number at the time of grading permit application.

- Grading Permit application (filled out at the time of submittal).
- Two (2) complete sets of plan. A Set Includes an 8 ½ x 11 site plan showing all existing buildings and square footage, proposed projects, acreage of the site, all oak trees with a diameter of six or more inches as measured fifty-four inches above the ground (show drip lines), all trees other than: willows, fruit trees, eucalyptus, alders, cottonwoods, or pines, that are nineteen inches or more in diameter as measured at fifty-four inches above the ground (show drip lines), rock outcroppings, easements, property lines, setbacks, ground contours, north arrow, scale, street names, septic system/well if applicable, and stream/flood plain/swales/drainage ditches/wetlands if applicable.
- Environmental Health approval (if applicable) for septic and well. Phone # (530) 745-2300
- Encroachment Permit if encroaching on Town right of way. Bonding for the cost of right-of-way improvements. Liability insurance in the amount of \$1,000,000.00, naming the Town of Loomis as "Additional Insured". Inspection fee based on \$55.00 an hour.
- All oak tree with a diameter of six or more inches as measured fifty-four inches above the ground and all trees other than: willows, fruit trees, eucalyptus, alders, cottonwoods, or pines, that are nineteen inches or more in diameter as measured at fifty-four inches above the ground must be fenced prior to grading. Prior to the start of grading an official from the Town of Loomis will need to verify that fencing is up around all protected trees. When ready for fencing inspection call (916) 652-1840. Zoning Ordinance 13.54.050
- Tree Removal Permit (\$57.00 application fee) if applicable with arborist report.

Note: Per Loomis Municipal Code, Title 5 all contractors are required to obtain a business license with the Town of Loomis. See attached Resolution No. 92-63 for grading permit fees.



**TOWN OF LOOMIS
PUBLIC WORKS DEPARTMENT**

ENGINEERING APPLICATION FORM

TYPE OF PROJECT: ☐ SUBDIVISION IMPROVEMENT PLAN ☐ COMMERCIAL IMPROVEMENT PLAN
☐ FINAL/PARCEL MAP ☐ ROUGH GRADING ☐ LOT LINE ADJUSTMENT/CORRECTIONS

NAME OF PROJECT: _____ PLANNING FILE NO. _____

NAME OF APPLICANT/DEVELOPER: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE NO. _____

APPLICANT SIGNATURE: _____ DATE: _____

NAME OF DESIGN ENGINEER: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE NO. _____

-----BELOW THIS LINE FOR TOWN USE ONLY-----
SUBMITTALS SHALL CONTAIN THE FOLLOWING:

SUBDIVISION/COMMERCIAL IMPROVEMENT PLANS

- ☐ 3 SETS OF PLANS W/ ENG. PLAN CHECK & INSPECTION FEES
- ☐ ENGINEER'S COST ESTIMATE
- ☐ 2 COPIES OF STORM DRAIN CALCULATIONS & SHED MAPS
- ☐ 2 COPIES OF SOILS REPORT
- ☐ 2 COPIES OF FINAL CONDITIONS OF APPROVAL
- ☐ ANY REQUIRED EASEMENT DOCUMENTS
(DEED, PLATS & DESCRIPTIONS)
- ☐ 2 COPIES OF APPROVED TENTATIVE MAP
- ☐ 2 COPIES OF STORM WATER POLLUTION PREVENTION
(SWPPP)
- ☐ 2 COPIES OF RETAINING WALL CALCULATIONS
(IF APPLICABLE)
- ☐ COPY OF REQUIRED STUDIES, PERMITS, RIGHT-OF-ENTRY
(IF APPLICABLE)
- ☐ 2 COPIES OF TREE REMOVAL PLAN & ARBORIST REPORT
(IF APPLICABLE)

ROUGH GRADING PLANS

- ☐ 2 SETS OF PLANS AND PLAN CHECK & INSPECTION FEE
- ☐ ENGINEER'S COST ESTIMATE
- ☐ 2 COPIES OF FINAL CONDITIONS OF APPROVAL
- ☐ 2 COPIES OF STORM WATER POLLUTION PREVENTION (SWPPP)
- ☐ COPY OF REQUIRED STUDIES, PERMITS, RIGHT-OF-ENTRY (IF APPLICABLE)
- ☐ 2 COPIES OF TREE REMOVAL PLAN & ARBORIST REPORT (IF APPLICABLE)

FINAL/PARCEL MAP

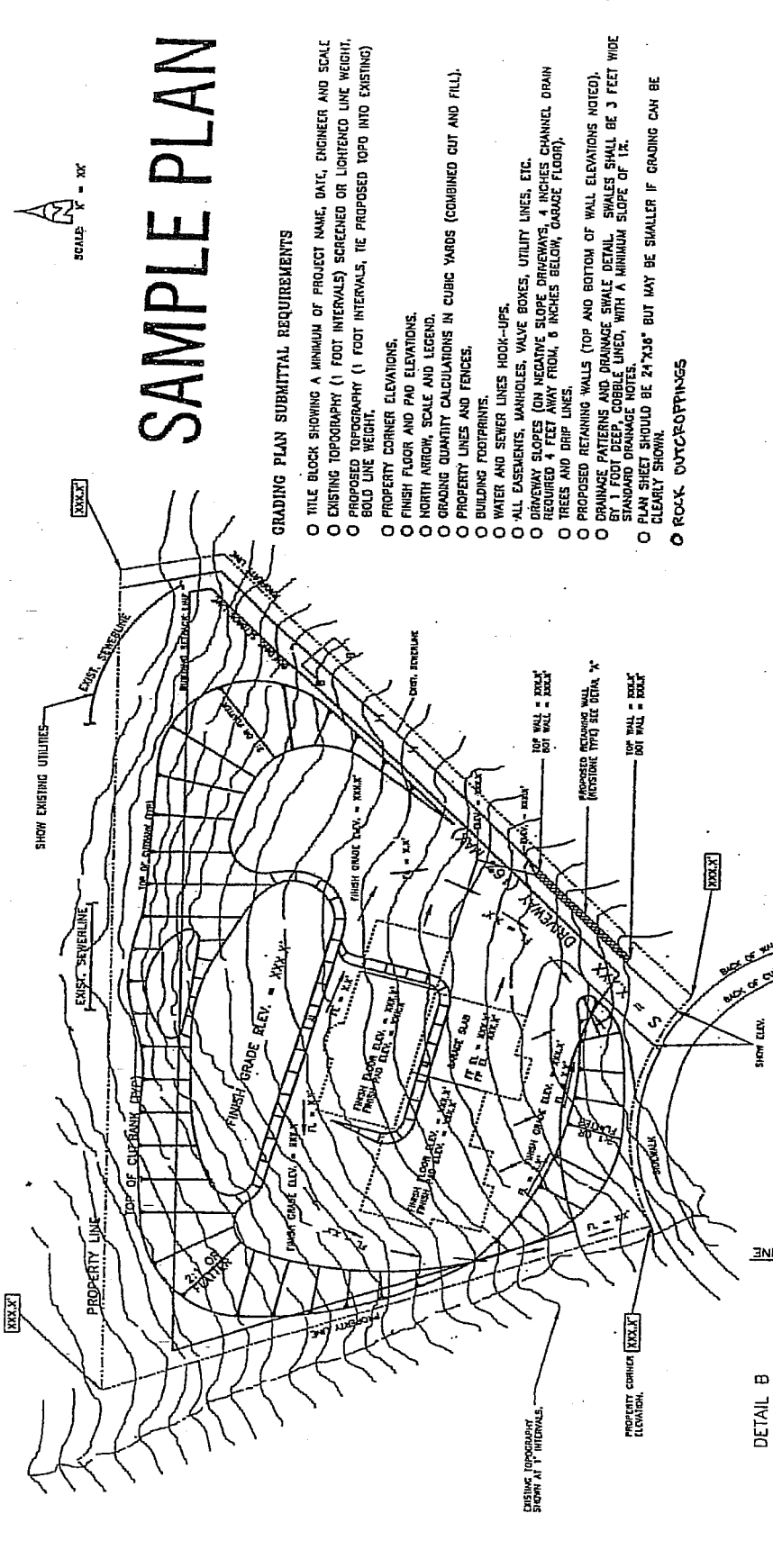
- ☐ 2 SETS OF MAPS & MAP CHECK FEES
- ☐ BOUNDARY & CLOSURE CALCULATIONS
- ☐ 2 COPIES OF FINAL CONDITIONS OF APPROVAL
- ☐ 2 COPIES OF APPROVED TENTATIVE MAP
- ☐ 2 COPIES OF PRELIMINARY TITLE REPORT
(NO OLDER THAN 90 DAYS)
- ☐ INCLUDE ALL INFORMATION REFERENCED ON MAP

LOT LINE ADJUSTMENT/CORRECTIONS

- ☐ 2 COPIES OF THE LEGAL DESCRIPTIONS & PLATS OF
PROPOSED NEW BOUNDARY (8-1/2"x11" SHEETS)
- ☐ COPY OF THE TRANSFER DEED WITH DESCRIPTIONS
(8-1/2"x11" SHEETS)
- ☐ COPY OF BOUNDARY CLOSURE CALCULATIONS
& ALL REFERENCED INFORMATION AND MAPS
- ☐ 2 COPIES OF PRELIMINARY TITLE REPORT
(NO OLDER THAN 90 DAYS)

- ☐ REVIEW FEES

ACCEPTED BY: _____



SAMPLE PLAN

SCALE: 1" = 20'

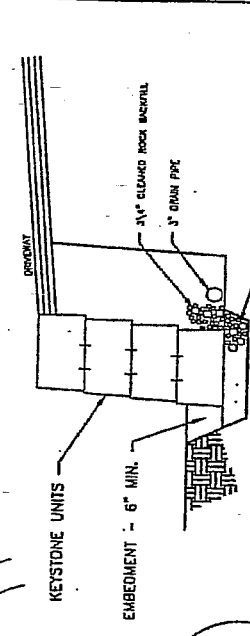
GRADING PLAN SUBMITTAL REQUIREMENTS

- TITLE BLOCK SHOWING A MINIMUM OF PROJECT NAME, DATE, ENGINEER AND SCALE
- EXISTING TOPOGRAPHY (1 FOOT INTERVALS) SCREENED OR LIGHTENED LINE WEIGHT, BOLD LINE WEIGHT
- PROPOSED TOPOGRAPHY (1 FOOT INTERVALS, TIE PROPOSED TOPO INTO EXISTING)
- PROPERTY CORNER ELEVATIONS
- FINISH FLOOR AND PAD ELEVATIONS
- NORTH ARROW, SCALE AND LEGEND
- GRADING QUANTITY CALCULATIONS IN CUBIC YARDS (COMBINED CUT AND FILL)
- PROPERTY LINES AND FENCES
- BUILDING FOOTPRINTS
- WATER AND SEWER LINES HOOK-UPS
- ALL EASEMENTS, MANHOLES, VALVE BOXES, UTILITY LINES, ETC.
- DRIVEWAY SLOPES (ON NEGATIVE SLOPE DRIVEWAYS, 4 INCHES CHANNEL DRAIN REQUIRED 4 FEET AWAY FROM, 6 INCHES BELOW, GARAGE FLOOR)
- TREES AND DRIP LINES
- PROPOSED RETAINING WALLS (TOP AND BOTTOM OF WALL ELEVATIONS NOTED)
- DRAINAGE PATTERNS AND DRAINAGE SWALE DETAIL, SWALES SHALL BE 3 FEET WIDE BY 1 FOOT DEEP, COBBLE LINED, WITH A MINIMUM SLOPE OF 1%.
- STANDARD DRAINAGE NOTES
- PLAN SHEET SHOULD BE 24"x36" BUT MAY BE SMALLER IF GRADING CAN BE CLEARLY SHOWN
- ROCK OUTCROPPINGS

PROJECT NAME

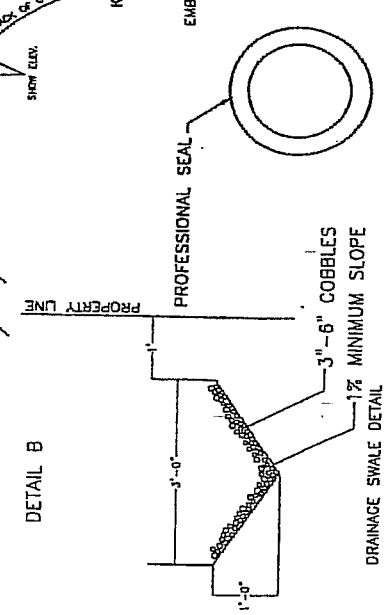
PROJECT ADDRESS

DATE: DD/MM/YYYY	DESIGNED BY:	SHEET X OF X
SCALE: 1" = 20'		



NOTE: SEE MANUFACTURER'S SPEC. FOR INSTALLATION INSTRUCTIONS.

DETAIL A



DETAIL B

NALC	Environmental Impact Reports/Studies (EIR)			Estimated by Town staff
NALC	NEPA EIS			Estimated by Town staff
NALC	EIR/Study Notice of Preparation			Part of EIR
NALC	Negative Declaration			\$765
IISCP	CEQA Notice of Exemption		\$265	
IISCP	Exemption Verification		\$90	
IISCP	Extension of Time		\$355	
NGIN	Flood Zone Letter Research			\$155
	General Plan Amendment:			
PA	Text			
PA	Map			\$2,490
PA	GPA/Rezone Combination			\$2,490
PLAN	General Plan Fee		\$910/acre (prorated for fraction of acres)	\$3,375
GRADE	Grading Permits			3% of grading improvement cost
USHO	Home Occupation Permit (includes 1st year business license)		\$85	
	Limited Term Permits			
	Temporary Outdoor Displays and Sales			
	Events			*\$100 deposit +/- actual costs
	Location Filming			*\$100 deposit +/- actual costs
ODEL	Model Homes		\$810	
	Seasonal Sales Lots			
IISCP	Temporary Real Estate Sales Office		\$380	
IISCP	Temporary Residence		\$200	
IISCP	Temporary Structure		\$200	
IISCP	Similar Temporary Activities		\$380	
OTIL	Lot Line Adjustment			\$1,825
NALC	Master Development Plan			Estimated by Town staff
LD	Minor Land Division			\$2,275
LD	Parcel Map Check - with improvements			\$ 2,680 plus \$50 per lot
LD	Parcel Map Check - without improvements		\$1,760	\$ 2,120 plus \$50 per lot
LD	Amended Parcel Map Check - (Technical Error)			\$1,115
LD	Parcel Map Check - Certificate of Correction (Technical Error)			\$1,000
LD	Amended Parcel Map Check - Certificate of Correction			\$1,000
IISCP	Mitigation Monitoring - Environmental Mitigations			Estimated by Town staff
IISCP	Modification to Approved Projects			\$805
	Park Use			*Res.=\$25 +/- actual costs; Others=\$50 +/- actual costs
	Parking Plaza Use			*Res.=\$25 +/- actual costs; Others=\$50 +/- actual costs
NGIN	Research - Engineering - Additional Hours			Estimated by Town staff
IISCP	Research - Planning - Additional Hours			Estimated by Town staff

Effective: February 11, 2006

*April 11, 2006

Basic Excerpts from Loomis Tree Ordinance- Chapter 13.54 of the Municipal Code

A **protected tree** is any of the following:

1. A **native oak tree** with a **diameter of six or more inches** as measured 54 inches above the ground;
2. Any other **mature tree** that is **19 inches or more in diameter** as measured at 54 inches above the ground, and located on a commercial parcel, or on a residential parcel that can be further subdivided, or on a parcel in the RA, RE, or RR zones, provided that the tree is **not a willow, fruit tree, eucalyptus, alder, cottonwood, or pine**;
5. A **tree required to be planted, relocated, or preserved as a condition of approval** of a Tree Permit or other discretionary permit, and/or as environmental mitigation for a discretionary permit; and
6. A **tree within 100 feet of a perennial stream, or within 50 feet of a seasonal stream.**

Tree Permit shall be required prior to:

- a. The relocation, removal, cutting-down, or other act that causes the destruction of a protected tree;
- b. **Prior to any grading, paving, or other ground-disturbing activity** within the protected zone of a protected tree where the **encroachment exceeds 20 percent of the protected zone**; and
- c. The approval of a **Use Permit, Minor Use Permit, Variance, or subdivision** map, hereafter referred to as "discretionary projects."

Exceptions.

1. **Existing trees on residential property.**
 - a. Protected trees within the RS, RM, or RH zoning districts, on a parcel that cannot be further subdivided based on the minimum lot area requirements of the applicable zoning district.
 - b. Protected trees on a parcel within the RA, RE, or RR zoning districts, where the total number of trees proposed for removal within any 10-year period comprise 10 percent or fewer of the total number of protected trees on the parcel.
2. **Emergency situation.** Cases of emergency where **the Director, Town Engineer, a member of a law enforcement agency, or the Fire Department determines that a protected tree poses an imminent threat to the public safety, or general welfare.**
3. **Traffic visibility obstructions.** Removal or relocation of trees necessary to maintain adequate **line-of-sight distances as required by the Director, or Town Engineer.**
4. **Public utility damage.** Removal of trees for the **protection of existing electrical power or communication lines.**
7. **Dead or dying trees.** Removal of trees determined by the Director, or an arborist approved by the Director, to be dead or dying, have become hazardous or unsightly as a result, and provide limited habitat value.

13.54.050 Standard Policies and Procedures for Approved Work (around protected trees)

All Tree Permits shall be deemed to incorporate the provisions of this chapter except as the Tree Permit may otherwise specifically provide.

- A. Trenching procedure.** Trenching within the protected zone of a protected tree, when permitted, may only be conducted with hand tools or as otherwise directed by an arborist, in order to avoid root injury.
- B. Cutting roots.**
 - 1. Minor roots less than one inch in diameter may be cut, but damaged roots shall be traced back and cleanly cut behind any split, cracked or damaged area.
 - 2. Major roots over one inch in diameter may not be cut without approval of an Arborist. Depending upon the type of improvement being proposed, bridging techniques or a new site design may need to be employed to protect the root and the tree.
- C. Ground surface fabric.** If any native ground surface fabric within the protected zone must be removed for any reason, it shall be replaced within 48 hours.
- D. Irrigation systems.** An independent low-flow drip irrigation system may be used for establishing drought-tolerant plants within the protected zone of a protected tree. Irrigation shall be gradually reduced and discontinued after a two-year period.
- F. Protective fencing.**
 - 1. **Type of fencing.** A minimum five-foot high chain link or substitute fence (standard orange fencing is fine) installed at the outermost edge of the protected zone of each protected tree or groups of protected trees...
 - 2. **Fence installation.** The fences shall be installed in accordance with the approved fencing plan prior to the commencement of any grading operations or such other time as determined by the review body. The developer shall call the Public Works Director for an inspection of the fencing prior to grading operations.
 - 3. **Signing.** Signs shall be installed on the fence in four equidistant locations around each individual protected tree. The size of each sign must be a minimum of two feet by two feet and must contain the following language:
"WARNING, THIS FENCE SHALL NOT BE REMOVED OR RELOCATED WITHOUT WRITTEN AUTHORIZATION FROM THE LOOMIS PLANNING AND BUILDING DEPARTMENT."
Signs placed on fencing around a grove of protected trees, shall be placed at approximately 50-foot intervals.
 - 4. **Fence removal.** Once approval has been obtained, the fences shall remain in place throughout the entire construction period and shall not be removed without obtaining written authorization from the Department.
- G. Retaining walls and root protection.** Where a Tree Permit has been approved for construction of a retaining wall within the protected zone of a protected tree, the developer shall provide for the immediate protection of exposed roots from moisture loss during the time prior to completion of the wall. The retaining wall shall be constructed within 72 hours after completion of grading.
- I. Grading.**
 - 1. Every effort should be made to avoid cut and/or fill slopes within or in the vicinity of the protected zone of any protected tree.

2. No grade changes are permitted which cause water to drain to within twice the longest radius of the protected zone of any protected tree.
 3. No grade changes are permitted that will lower the ground on all sides of the tree.
- J. Chimney locations** - shall not be located within the canopy of the tree or in a location that sparks emitted from the chimney may damage a tree.
- L. The following information shall be on-site** while any construction activity is on going for a project requiring a Tree Permit:
1. Arborist's Report and all future modifications;
 2. Tree location map with a copy of the tree fencing plan;
 3. Tree Permit and inspection card;
 4. Approved construction plans;
 5. Tree Preservation Guidelines; and
 6. Approved planting and irrigation drawings.
- M. Information on standards.** The developer shall be responsible for informing all subcontractors and individuals who will be performing work around protected trees of the requirements of this Section for working around trees and conditions of approval for the project. This information shall be provided in writing to the subcontractors and employees by the general contractor or applicant.
- N. Utility trenching pathway plan.** As a condition of the Tree Permit, the developer will be required to submit a utility trenching-pathway plan for approval following approval of the project improvement or civil plans.
1. **Contents.** The trenching-pathway plan shall depict all of the following systems: storm drains, sewers, easements, water mains, area drains, and underground utilities. Except in lot sale subdivisions, the trenching-pathway plan must show all lateral lines serving buildings. To be completely effective, the trenching-pathway plan must include the surveyed locations of all protected trees on the project as well as an accurate plotting of the protected zone of each protected tree.
 2. **Standards for plan.** The trenching-pathway plan should be developed considering the following general guidelines:
 - a. The trenching-pathway plan must be developed to avoid going into the protected zone of any protected tree on its path from the street to the building.
 - b. Where it is impossible to avoid encroachment, the design must minimize the extent of such encroachment. Encroachments and mitigation measures must be addressed in a supplemental Arborist's Report.
- O. Final certification of tree work.** All of the tree preservation measures required by the conditions of the discretionary project approval, the Arborist's report and the Tree Permit, as applicable, shall be completed and certified by the developer's Arborist prior to issuing an occupancy permit.

Arborist's Report Requirements (per 13.54.040)

A Tree Permit application shall include an Arborist's report, in compliance with the following requirements, where determined by the Director to be necessary based on the number, type, and locations of trees on the site.

A. Minimum information. The Arborist's report shall include the following information:

1. Botanical name of trees by tree number;
2. Common name of trees by tree number;
3. Location of trees by tree number;
4. Diameter at 54 inches above the ground, by tree number;
5. Height by tree number (optional);
6. Dripline radius by tree number (measure longest radius);
7. Condition by tree number; and
8. Recommendations.

B. Determination of tree condition. The information on tree condition in the report shall be developed as follows:

1. **Rating system.** The condition of each tree is to be considered when determining a tree's rating according to the following categories: excellent (it is rare that a tree qualifies in this category); good; fair to good; fair; fair to poor; or poor.
2. **Factors to be considered.** At least the following factors shall be considered in light of the trees life expectancy under existing and planned conditions when determining a tree's rating:
 - a. The condition and environment of the tree's root crown (also roots, if applicable);
 - b. The condition of the trunk, including decay, injury callusing or presence of fungus sporophores;
 - c. The condition of the limbs, including strength of crotches, amount of deadwood, hollow areas, and whether there is excessive weight borne by them;
 - d. The condition and growth rate history of the twigs, including pest damage and diseases;
 - e. Leaf appearance, including abnormal size and density as well as pest and disease damage; and
 - f. The dripline environment, including evidence of grade changes and presence of water courses or ponding.
3. **Formulation of tree condition.** Using an averaging of the above factors together with the Arborist's best judgment, the tree shall be described using the above rating categories. It is important to rate structural condition separately from the tree's vigor condition if they are different. Root crown, trunk and limb ratings relate most to structure, while twigs and foliage, including growth rate, relate most to vigor. The structure of the root crown-trunk area is of primary importance and takes precedence over any other factor. This information should not be considered to be a formula but simply a guideline to help describe a tree's condition.

C. Arborist's recommendations. The Arborist's recommendations shall be developed in compliance with the following:

1. **Recommendations by tree number.** Based upon the conditions and findings, recommendations should be made that logically follow the report conditions. For instance, if weak crotches are reported, cabling would be a logical recommendation to include in the report. These recommended mitigative measures should be spelled out and in some cases may even improve the tree's condition ratings.
2. **Preservation measures for each tree not being removed.** The specific recommendations must consider the impacts from the activities proposed.